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**NIAGARA FALLS
BOYS & GIRLS CLUB**

EMERGENCY RESPONSE HANDBOOK

COVID-19 GUIDELINES 2020

NIAGARA FALLS BOYS & GIRLS CLUB
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PRECAUTIONARY ACTIONS

To limit the number of individuals in the program space, parents/guardians/deliveries/etc are not allowed into the program space. Only staff and attendees are allowed past the front lobby. Upon entering the building, all individuals must use the hand sanitizer provided and wash hands in the bathroom.

HANDWASHING

- Staff and others must wash hands with soap & water every 45 minutes as well as: at the beginning of every shift, every time you take the children to wash their hands, immediately after removing gloves, and after contact with an ill person.
- All staff and attendees must by wash hands with soap and water for 20 seconds, up to the elbow. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if soap and warm water are available always wash hands with soap and water.
- Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After contact with animals or pets
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

FOOD SERVICE

All food items must be washed and cleaned prior to serving. All staff serving food must wash hands prior to putting gloves on. All food waste will be cleaned up by staff with gloves on. Any surface that food will be eaten on will be sanitized and cleaned before and after meals following CDC cleaning protocols.

OUTSIDE ITEMS

In the case that an outside item (book bags, mail, groceries, etc) is brought into program space, the following will be completed by a gloved staff member:

- If possible, clean the item with soap and water
- Disinfect the item with diluted household bleach, alcohol solutions with at least 70% alcohol, or most EPA-registered household disinfectants. (See How to Clean and Disinfect Surfaces for solution measurements)
- Allow the item to air dry in a well ventilated area.
- Remove Gloves and dispose in trash
- Wash hands

EMERGENCY RESPONSE IN CASE OF ILLNESS

In the case that an individual falls ill during program, the following steps will be taken:

Staff

- If a staff becomes sick while working, they will notify their supervisor immediately. The supervisor will then send the staff person home. The supervisor will ask the staff member to contact their health care provider for instructions on how to proceed. The staff member will keep their direct supervisor aware of any positive tests in which may affect the health and safety of the children and staff members of the agency.
- Once the children in that staff persons group are under direct supervision, they will all wash their hands and be removed from the area so it can be cleaned and sanitized. Please see the protocol for Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility
- The supervisor must fill out an incident/ illness report immediately.
- A notice must be sent home within 24 hours with children to notify parents that a staff person was sent home due to illness.
- If the staff member had a fever or difficulty breathing or any other symptom of covid-19 OCFs and the Health Department must be contacted.

Child

- If a child becomes sick during program, with a fever or trouble breathing, the staff will notify the supervisor immediately. The supervisor will put the child in isolation. (The strategy room) With a cot (mat) and a staff member to supervise them.
- The supervisor will immediately contact the parent, informing them that the child must be picked up.
- The staff member left to supervise the sick child will wear protective gear such as a mask and gloves but will ensure the safety and comfort of the child to the best of their ability. If the child's symptoms change the staff will contact the supervisor immediately. If the symptoms worsen, or there is any respiratory distress call 911 immediately. Then notify the parent or emergency contact immediately.
- Once the child is in isolation, the other children that were in their group will all wash their hands and be removed from the area so it can be cleaned and sanitized. Please see the protocol for Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility.
- Once the child has been picked up by the parent, follow the protocol for Cleaning and Disinfection after Persons Suspected/Confirmed to have COVID-19 have been in the Facility.
- The supervisor must fill out an incident/ illness report immediately.
- A notice must be sent home within 24 hours with children to notify parents that a child was sent home due to illness.

- Must call OCFS and the Health department, immediately to notify them that we had a sick child in the building displaying the covid-19 symptoms.

QUARANTINE PROTOCOL

In the event an individual who lives in the same household of a child in your program must be quarantined, the child must not return to program until the household is medically cleared. If a parent/guardian is exhibiting signs of illness or has been tested and is positive for the virus, they must utilize an emergency contact authorized by the parent to come pick up the child. If the parent is being quarantined as a precautionary measure, without symptoms or a positive test, childcare staff should walk out or deliver the child to the parent outside the childcare building. It is highly recommended that if the parent/guardian is voluntarily quarantining, that their child remain in quarantine with them to reduce the spread.

TIMING & LOCATION OF EMERGENCY CLEANING

- At a school, daycare center, office, or other facility that does not house people overnight:
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces.
- At a facility that does house people overnight:
 - Follow Interim Guidance for **US Institutions of Higher Education** on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons, but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as needed.**
 - In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.



CLEANING & DISINFECTING PROTOCOL

Surfaces

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. [Clean hands](#) immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

[Products with EPA-approved emerging viral pathogens claims](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or
Use products with the EPA-approved emerging viral pathogens claims.

Laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.
 - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

- Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

GENERAL RECOMMENDATIONS FOR ROUTINE CLEANING AND DISINFECTION OF HOUSEHOLDS

Community members can practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks) with household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

General Recommendations for Cleaning and Disinfection of Households with People Isolated in Home Care (e.g. Suspected/Confirmed to have COVID-19)

- Household members should educate themselves about COVID-19 symptoms and preventing the spread of COVID-19 in homes.
- **Clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks)**
 - In the bedroom/bathroom dedicated for an ill person: consider reducing cleaning frequency to **as-needed** (e.g., soiled items and surfaces) to avoid unnecessary contact with the ill person.
 - As much as possible, an ill person should stay in a specific room and away from other people in their home, following home care guidance (found on the CDC website).
 - The caregiver can provide personal cleaning supplies for an ill person's room and bathroom, unless the room is occupied by child or another person for whom such supplies would not be appropriate. These supplies include tissues, paper towels, cleaners and EPA-registered disinfectants.
 - If a separate bathroom is not available, the bathroom should be cleaned and disinfected after each use by an ill person. If this is not possible, the caregiver should wait as long as practical after use by an ill person to clean and disinfect the high-touch surfaces.
- Household members should follow home care guidance when interacting with persons with suspected/confirmed COVID-19 and their isolation rooms/bathrooms.

HYGENE & OTHER PREVENTIVE METHODS

- Household members should [clean hands](#) often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Household members should follow normal preventive actions while at work and home including recommended [hand hygiene](#) and avoiding touching eyes, nose, or mouth with unwashed hands.
 - Additional key times to clean hands include:

- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g. a child)

ADDITIONAL CONSIDERATIONS

- The ill person should eat/be fed in their room if possible. Non-disposable food service items used should be handled with gloves and washed with hot water or in a dishwasher. [Clean hands](#) after handling used food service items.
- If possible, dedicate a lined trash can for the ill person. Use gloves when removing garbage bags, handling, and disposing of trash. [Wash hands](#) after handling or disposing of trash.
- Consider consulting with your local health department about trash disposal guidance if available.
- **Surfaces should be cleaned using a detergent or soap and water prior to disinfection.**
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- **Prepare a bleach solution by mixing:**
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
- If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.

Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

STAFF SIGNATURE: _____ **DATE:** _____